

**BUILDING PERMIT TRANSFER REQUEST  
INDIANAPOLIS CODE  
ARTICLE 1, SEC 536-211, BUILDING STANDARDS AND PROCEDURES**

**This section is to be completed by the TRANSFEROR**  
**("Transferor" is the original applicant)**

I, \_\_\_\_\_ (company and individual's name), am the applicant and/or an authorized representative of the part responsible for construction activity described in the building permit numbered \_\_\_\_\_ issued by the Department of Code Enforcement for the location of \_\_\_\_\_ and dated \_\_\_\_\_. I further

- (1) certify under penalties for perjury that I am familiar with construction activity accomplished pursuant to this building permit; I am familiar with the building standards and procedure applicable to the construction activity; and to the best of my knowledge, information and belief the construction activity, to the extent performed, is in conformity with all building standards procedures.
- (2) Release and transfer all rights and privileges secured under this building permit to

\_\_\_\_\_  
Signature of Transferor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Listing/ License Number

\_\_\_\_\_  
Individual Listing/License Number

**This section is to be completed by the TRANSFeree**  
**("Transferee" is party taking responsibility for permit)**

I, \_\_\_\_\_ (company and individual's name)

- (1) certify that I am familiar with the information contained in the original building permit application, the detailed plans and specifications, the plot plan and any other documents filed in support of the application for the original building permit; and
- (2) certify that I am familiar with the present condition of the premises on which construction activity is to be accomplished pursuant to the building permit; and
- (3) agree to adopt and be bound by the information contained in the original application for the building permit, the detailed plans and specification, the plot plan and other documents supporting the original building permit applications; or in the alternative, agree to be bound by such documents modified by amendments submitted to the Department of Code Enforcement.

The transferee shall assume the responsibilities and obligations of and shall comply with the same procedure required of the transferor (including, but not being limited to, the requirement of Section 536-301 that a certificate of completion and compliance be executed and filed and the requirement of Section 536-402 that further construction activity not be accomplished without notice of and opportunity for inspection at certain stages) and shall be subject to any written orders issued by the administrator or his/her authorized representative. A \$48.00 transfer fee is to accompany the request. (Sec. 536-211)

\_\_\_\_\_  
Signature of Transferor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Listing/ License Number

\_\_\_\_\_  
Individual Listing/License Number

Department of Code Enforcement  
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10/28/2011